

Report for Week Ending 21 March 1956  
from  
FORMS MANAGEMENT BRANCH

General Information

1. Director's Press Clipping File [REDACTED] 25X1A9a

Because of the recent move of [REDACTED]'s office from Central Building to East Building, some of the recommendations which had been made and approved will have to be restudied. The favorable results of the "Secretary" Thermo-Fax Copying Machine test has resulted in procurement of the machine.

25X1A9a

Numbered Projects 25X1A9a

4-85 - Information Report Study [REDACTED]

a. Forms 1K, 1K-1 and 1K-2 which will be used to disseminate "hot" Information Reports both electrically (via teletype) and thru normal "hard copy" distribution (heto copies produced by Cable Secretariat) have been finalized and ordered this week. The new TO system should be placed in effect on or before 1 May. This system, as briefly outlined above, will materially speed up the flow and coordination of information as well as eliminate the past practice of making an initial PD report with a subsequent CS report following which usually was practically identical to the PD save for minor editorial changes. Development and installation of the forms and system, a joint [REDACTED] PD/P - Cable Secretariat - FMB/RMS/Mgt/S project is expected to save at least 10% of the entire Hq. cost of CS reporting.

b. Research on feasibility and cost of applying a silicone overcoating to the lithographic carbon backed record copies in the Form 1b and 1c sets to provide a positive control over smudging continues. Procurement action on these forms will be delayed until completion and evaluation of research.

Pending Projects

DD/S Area

1. Periodic Step Increase Certification and Authentication Form - Development of forms and procedures to provide a fool-proof means for assuring that agency employees are granted periodic step increases when due and denied them when applicable, continue. When these forms were originally conceived it was thought that two forms would suffice. It subsequently developed that three forms would be needed. Drafts, specifications, and requisitions have now been prepared and stocking requirements established. Only final coordination with the Office of Personnel and the Machine Records Division remains to be done prior to release of these forms to the printer.

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DD/I - DD/P

1. IAC - AHIP - WGIR

a. IAC's AHIP, on 19 March 1956, approved the attached Inter-Agency Document Request form for common usage by all member agencies of the IAC. The IAC is expected to prescribe this form for use by its member agencies effective 1 July 1956. As shown on the sample set, certain areas may be modified to meet individual agency requirements. This office in collaboration with OCR ( ), developed and sold this form to an AHIP working group. It represents a distinct improvement over forms proposed by other IAC agencies, some of which provided for as many as 7, 8" x 10 1/2" copies. We are now engaged in developing basic production specifications for procurement of our form and for dissemination to IAC agencies.

b. AHIP's Chairman, expressed his satisfaction with WGIR progress in the development of a common information report format. The AD/CR also indicated that he was well satisfied with our contributions in both of these areas.

Completed Projects

DD/P Area

1. Personal Description, Form No. 905 - New, and Biographic Data, Form No. 905a - New

- These two forms have been developed for use in the field by . The data collected on these forms will be used to facilitate the processing of personal descriptions of interest to into a machine system. Drafts of these forms are presently in the reproduction plant for final-type copy preparation which will be sent to for final concurrence. Substantial improvement has been made in general format on both of these forms through the application of accepted forms design standards.

DD/S Area

1. New Forms 800 and 800a - Smudge-Proof Black Hectograph Masters

Procurement action initiated this week to obtain supplies of these masters was the culmination of months of research and testing by this office and the Projects Staff . Only 2 clean black masters (one letter size and one legal size) will be stocked in lieu of the 5 dirty purple masters (2 letter size and 3 legal size) previously stocked. This should eliminate numerous complaints of Agency officials, secretaries and typists about the dirtiness of the purple hectograph carbon pigment and its deleterious effects to the person and clothing of those handling it, not to mention the smudging of associated papers, furniture and equipment, even the buildings themselves. One need only see some of the purple walls, doors and woodwork in the offices of the Cable Secretariat or portions of Logistics to appreciate the need for a cleaner spirit duplicating carbon.

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PENDING ACTIONS SUMMARY

21 March 56

TYPE	DD/I	DD/P	DD/S	STOCK	TOTAL
NEW	6	11	12	-	29
REVISION	2	1	11	2	16
REPRINT	-	-	4	-	4
TOTAL	8	12	27	2	49

COMPLETED ACTIONS SUMMARY

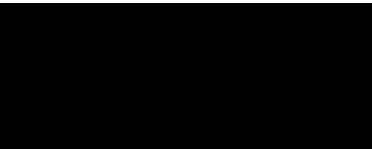
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TYPE	DD/I	DD/P	DD/S	STOCK	TOTAL	NUMBER OF COPIES
NEW	1	2	3	5	11	437,004
REVISION	1	-	-	4	5	32,750
REPRINT	-	-	3	8	11	1,069,000
TOTAL	2	2	6	17	27	1,538,754

Redesignated - 3

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Obsolete - 16 (15 CIA, 1 SF)



Chief, House Management Br.



25X1X8

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